

DTS ONLINE DEPLOYMENT SEMINAR – APRIL 26-27, 2006

PARTICIPATING SITES:

Lakenheath AFB, UK
Aviano AFB, Italy
Bolling AFB, DC
Bahrain Naval Activities, Middle East
Naples NAS, Italy
266th Finance Div; USA, Germany
First Armored Div, USA, Germany

Question:

How do we get our Italian local national (LN), who are not allowed CAC Cards because of standard of forces agreements (SoFa), access to the DTS system?

Comment: We have more than 30 civilians and most travel a few times a year.

Response:

The treatment of foreign nationals and their involvement will be different depending on the host country. Prior to fielding, or in conjunction with developing business rules for OCONUS sites, **it is imperative to review all agreements and to contact the official or agency of the host government designated as the point of contact for labor matters.** Foreign national employment systems in foreign countries fall into two general categories: those where the employees are hired directly by the US Forces as employees of the U.S. Government (direct hire); and those where the personnel are employees of the host government and are assigned to work with the U.S. Forces on a reimbursable cost or other financial basis (indirect hire). (DoD 1400.25-M, DoD Civilian Personnel Management System, SC 1231.4.2).

Under the direct hire system, the US Forces are the legal employer of the foreign nationals and assume responsibility for all administrative and management functions with foreign national employment. DoD 1400.25-M, DoD Civilian Personnel Management System, SC 1231.4.2.1. They are subject to US law and therefore could be appointed as an NDEA, etc.

In an indirect hire system, the host government serves as the legal employer of the US Forces foreign nationals and assumes responsibility of administrative functions, employs the personnel, etc. Therefore, IF provided a soft cert, the indirect hire can use DTS but MAY not be able to be an NDEA, AO/CO, etc.

Question:

Are local nationals (both direct & indirect hires) covered by government insurance while in TDY status if involved in accident with rental cars?

Comment: The question is essentially posed to understand if medical expenses and/or hospitalization are covered by government insurance for local nationals.

Response:

The Car/Truck Rental Programs Agreements and the insurance coverage are available to all Federal Government employees for travel worldwide (domestic and international). Foreign nationals would be included if they are considered government employees and are traveling for official purposes.

Government employees, who are age 18 or older (for cars), and 21 or older (for trucks) may rent and operate vehicles under the Agreement when on official business.

Additional car/truck rental information may be found at www.sddc.army.mil. Click on "passenger" in the upper right hand corner, and then click on "car rental carriers" under the Carriers and Programs link. Links to the JTR, FTR and DTR may also be found there.

QUESTION:

How do we handle changing exchange rates?

Comment: The issue is fluctuating exchange rates between the time a claim is made and a reimbursement check is issued in dollars and subsequent cash must be exchanged for Euro for the traveler.

Response:

The question about FC exchange rates being different is explained in Appendix G of the JTR/JFTR. In summary:

- Travelers may desire to check with their credit card company to see what the final bill is in US currency prior to submitting their travel claim.
- If IBA, they should be able to see the amount in the 'daily feed' of IBA charges to DTS.
- Travelers may have to submit a travel voucher prior to having knowledge of the amount billed on the credit card. If the actual amount differs from the claimed amount, the traveler is required to submit a voucher amendment for the difference (additional if 'shorted' or DUE US if overpaid).
- Travelers are not authorized reimbursement for losses (nor are they liable for any gains) resulting from currency conversion.

Question:

Is there any possibility that the DOD will create and issue group travel cards for naval commands?

Comment: These cards would be used for local national travel expenses and administered by the Level 4 travel card APC who will have authority to set and reset pin numbers and cash limits. Authorization to use the group travel card will be given at the same time travel orders are authorized and dollar limits and a time period set on the card. Air fare will be charged to the command's CBA under DTS. After each trip, the card will be turned in to the APC and deactivated.

Response:

It sounds like the question is referring to a prepaid card. Currently there are no prepaid cards within DOD. However, in this instance, the Navy could issue unit cards to individuals to pay for the local nationals' travel expenses. A unit card is a type of CBA where an individual's name is placed on the card and that person would be responsible for making and paying for travel expenses for the local nationals.

Question:

How will split disbursements work on GTC which says the bill must be paid every 30 days?

Comment: According to the briefing, it says partial payment will only be issued if TDY is in excess of 45 days. I thought use of GTE was mandatory per the Under Secretary of Defense. The demo transaction showed Julie (from NGMS) as being exempt.

Response:

The travel card is mandatory for individuals who travel 3 or more times in a 12-month period. If a person is an infrequent traveler, traveling 2 times or less in a 12-month period, they are exempt from mandatory use of the travel card.

Question:

If a person has to be dropped from current unit and assigned to a new unit, what happens to a person going long term TDY in route of a PCS move? Who do I belong to (during that time) and can I use DTS while I'm TDY?

Comment: I belong to IAD and PCS to Ft Hood with TDY in route to Ft Rucker for 1 year before reporting to Ft Hood.

Response:

No you can not use DTS while TDY. This person is going TDY in conjunction w/ PDT. This is done outside DTS. And DTS is not set up to do TDY in route in conjunction with a PCS move. Legacy system and procedures will apply.

Question:

How do manual TDY advances appear in DTS?

Comment: Some Special Forces units require CASH in hand before traveling to a mission area.

Response:

There are no manual advances in DTS. DTS pays advances to the SM EFT account and then the SM uses his/her ATM to get the funds. If personnel are able to input TDY in DTS at least one week prior to departure, they may receive advances via their EFT account prior to traveling to a mission.

Question:

When will PCS Vouchers be processed in DTS?

Response:

PCS is not scheduled for implementation in Block 1 of DTS. This is a future initiative.

Question:

When will the CTO module work in Europe?

Comment: The CTO module has never worked in Germany. It is critical that we get it connected.

Response:

The CTO module does have the capability to work in Germany. Art Dearen, the local CTO COR wants everything to process through him before the sites are CTO enabled. This is to verify CTO functionality and ensure the routing is working correctly. Grafenwoehr has been enabled and is currently undergoing a 30 day trial period (believed to have started in mid-May). Once this trial is over, Mr. Dearen will allow more sites to become CTO enabled.

Question:

When can we get a Germany/Italy/Belgium toll free number for scanning or faxing documents?

Comment: Most Army units can not call toll-free to the number listed in the DTS.

Response:

DSN lines are available; however, a hub is currently being installed to allow those lines to remain open to preclude a bottle neck. Capability will be available by the end of June and notification and numbers will be posted on the DTS website for all users.

Question: How do we work around the telephone and fax issues in Europe?

Comment: The phone system(s) in Europe don't allow most people to call toll free numbers in CONUS. If someone doesn't have access to a scanner to upload "substantiating documents" what other options do they have to achieve a paperless solution?

Response:

The PMO-DTS has recently added a DSN line for OCONUS faxing of documents. This number is to be distributed to OCONUS LDTAs so they can monitor usage.

Question:

Are discounted rates available in programs such as the "lodging success program" available for selection by the traveler?

Comment: The LSP may only be a DOD program, so I would understand that it may be a "no go" because of this fact

Response:

The short answer is no. LSP and DTS are separate from each other. In other words, a traveler cannot select LSP properties while using DTS because LSP properties are not connected to DTS at this time. If a traveler wants to make reservations using LSP accommodation, he or she must call 1-866-DoD-LSP1 (1-866-363-5771), which is done outside of DTS.

Question: Exactly where on the DTS Travel Center website will we find the DMM role and responsibilities spelled out?

Response:

There are several resources that explain the role of the Debt Management Monitor. On the DTS Travel Center Website look in the left side navigation for the link *Current Users*. Click the link and see DMM; click DMM and see an up to date overview document on the role of the DMM with quotes from the

DODFMR. There is also a link to Chapter 8 of the DTS Document Processing Manual as it relates to Debt Management. And finally, there is a link to the full and very detailed manual on DMM Roles and Responsibilities.

Questions: Can a person have a soft token Cert and a CAC?

Response:

There is no regulatory prohibition against having both. However, if a person starts an authorization with a CAC card, they cannot complete it with a soft token.